

1 Introduced by the Council President at the request of the Mayor and
2 Co-Sponsored by Council Member Morgan, Newby and Hazouri:

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5 **ORDINANCE 2019-390-E**

6 AN ORDINANCE AMENDING CHAPTER 111 (SPECIAL
7 REVENUE AND TRUST ACCOUNTS), PART 8
8 (EDUCATION, LIBRARY AND CHILDREN), SECTION
9 111.850 (KIDS HOPE ALLIANCE TRUST FUNDS),
10 *ORDINANCE CODE*, TO INCREASE ACCESS TO FUNDING
11 FROM THE YOUTH TRAVEL TRUST FUND FOR ALL OF
12 DUVAL COUNTY'S AT-HOPE YOUTH; PROVIDING FOR
13 CODIFICATION INSTRUCTIONS; PROVIDING AN
14 EFFECTIVE DATE.

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16 **BE IT ORDAINED** by the Council of the City of Jacksonville:

17 **Section 1. Amending Chapter 111 (SPECIAL REVENUE AND**
18 **TRUST ACCOUNTS), Part 8 (Education, Library and Children), Section**
19 **111.850 (Kids Hope Alliance Trust Funds), Ordinance Code.** Chapter
20 111, (SPECIAL REVENUE AND TRUST ACCOUNTS), Part 8 (Education,
21 Library and Children), Section 111.850 (Kids Hope Alliance Trust
22 Funds), *Ordinance Code*, is hereby amended to read as follows:

23 **Chapter 111 (SPECIAL REVENUE AND TRUST ACCOUNTS)**

24 * * *

25 **Part 8 (Education, Library and Children)**

26 * * *

27 **Sec. 111.850. - Kids Hope Alliance Trust Funds.**

28 * * *

29 *Part B. Youth Travel Trust Fund*

30 There is created within the General Trust and Agency Fund a
31 trust fund account to be known as the Youth Travel Trust Fund. The

1 Board of Directors of the Kids Hope Alliance is hereby designated
2 as the agent of the City for the purposes of determining and
3 authorizing the allocation of a travel grant appropriation
4 designated in the annual budget ordinance or in supplemental
5 appropriation ordinances as being appropriated for eligible
6 recipients. The Board shall also deposit into the fund all
7 donations and contributions of money, including gifts and grants,
8 received for use toward youth travel. All such donations and
9 contributions shall be accounted for separately within the fund.
10 Unencumbered funds in the Youth Travel Trust Fund shall not lapse
11 at the close of any fiscal year, but instead shall carry over to
12 the next fiscal year ~~in this fund at year end~~. The annual
13 appropriation to this fund may not exceed \$50,000. The \$50,000
14 appropriation may be comprised of contributions to the fund and
15 appropriations of this fund's fund balance to the extent available.
16 No organization may make a request for youth travel support except
17 through an allocation from the Youth Travel Trust Fund and all
18 requests from Council for youth travel appropriations shall be
19 directed to the Board in compliance with the directives set forth
20 in this Part B.

21 (a) The process for the annual youth travel appropriation will
22 begin with the Board's preparation of an annual appropriation
23 request. This request will reflect a lump sum appropriation
24 to be indicated in the annual City budget as Youth Travel
25 ~~Grant Program~~ Trust Fund. The Board's Youth Travel ~~Grant~~
26 ~~Program~~ Trust Fund request shall be submitted to the Mayor for
27 review by the Mayor's Budget Review Committee ("MBRC") which
28 will recommend a lump sum appropriation to be included in the
29 proposed budget for the upcoming fiscal year. In presenting
30 its youth travel appropriation request, the Board shall
31 include relevant information regarding youth travel grants

1 and shall be responsible for documenting the validity of the
2 request to the MBRC, the City Council Finance Committee and
3 full City Council throughout the budgeting process.

4 (b) Funding will be allocated by contract between the recipient
5 organization and the Board, which shall be signed by the
6 Mayor or his or her designee, or the Chief Executive Officer
7 of the Kids Hope Alliance, on behalf of the Board.
8 Organizations will be notified in writing of the results of
9 their request and will be provided with any support
10 information or justification for the decision which might be
11 helpful.

12 (c) The Board shall develop and be responsible for the
13 administration of the Youth Travel ~~Grant Program~~Trust Fund.
14 Procedures shall be established and amended as necessary to
15 meet the mission of the program and current needs of the
16 community. The Board may classify organizations in reasonable
17 classifications for the purpose of this program and may adopt
18 such other administrative and operating procedures as are not
19 inconsistent with this Part B of Section 111.850, Ordinance
20 Code. The procedure prescribed herein, as further developed
21 by the Board, shall be the only procedure available to
22 organizations for requesting youth travel public support.

23 (d) The following components shall be included in any
24 administrative and operating procedures developed and
25 implemented by the Board:

26 (1) The Board shall promulgate a written procedure for the
27 submission of appropriation requests by organizations,
28 which procedure shall be made known to each requesting
29 organization at the time the appropriation request form is
30 supplied to the requesting organization.

31 (2) The Board shall consider appropriation requests returned

1 by the requesting organizations. The Board shall afford
2 the requesting organizations an opportunity to make an
3 oral or written presentation to further justify or explain
4 their respective appropriation requests.

5 (3) The Board shall accept and consider appropriation
6 requests for youth travel grants in amounts of up to
7 \$25,000.

8 (e) In order to be eligible for funding, an organization must
9 meet the following criteria:

10 ~~(1) The organization must be tax exempt under Section~~
11 ~~501(c)(3) of the Federal Internal Revenue Code. A copy~~
12 ~~of the organization's letter of exemption from the~~
13 ~~Internal Revenue Service and all amendments thereto~~
14 ~~shall be provided when the organization submits its~~
15 ~~first appropriation request and thereafter when any~~
16 ~~change is made. In the alternative, an organization~~
17 ~~must be an outside school-related organization~~
18 ~~regulated by the Duval County School Board and~~
19 ~~complying with all requirements of the Duval County~~
20 ~~School Board with respect to such organizations,~~
21 ~~including compliance with requirements pertaining to~~
22 ~~financial accounting and auditing. An outside school-~~
23 ~~related organization shall provide, with any request~~
24 ~~for a youth travel grant, copies of annual audits~~
25 ~~provided to the Duval County School Board for the~~
26 ~~preceding year.~~

27 ~~(2) The organization must be a not-for-profit~~
28 ~~corporation chartered by the Secretary of State under~~
29 ~~F.S. Ch. 617, Pt. 1. A copy of the corporate charter~~
30 ~~and all amendments thereto shall be provided when the~~
31 ~~corporation submits its first appropriation request and~~

1 ~~thereafter when any change is made.~~

2 (1) The organization must provide evidence of the
3 organization's formation or structure (e.g., articles of
4 incorporation as to incorporated organizations, or listing
5 of the organization's members, each member's role in the
6 organization and date organization was formed as to
7 unincorporated organizations).

8 (2) The organization must provide current proof of any
9 business licenses required by local, state, and federal
10 law as applicable.

11 (3) The organization must operate in Duval County.

12 ~~(4) The organization must have been in existence for at least~~
13 ~~one year.~~

14 ~~(f)~~ (4) The membership of the organization shall be open to
15 as large a portion of the public as possible, subject to
16 nondiscriminatory conditions and qualifications for
17 membership.

18 ~~(g)~~ (5) If the organization is a previous recipient of Youth
19 Travel Grant, the organization must have submitted all
20 required reports for previous grants.

21 ~~(h)~~ (f) All applications to the Youth Travel ~~Grant Program~~ Trust
22 Fund will be evaluated based on criteria established by the
23 Board which criteria will include, but not be limited to:

24 (1) That at least ~~75~~ 50 percent of the organization's
25 revenue for the planned youth travel is derived from
26 sources other than this program, which revenue must have
27 been raised prior to application for funding from the
28 Youth Travel Trust Fund.

29 (2) That the Youth Travel Trust Fund may provide no more
30 than ~~25~~ 50 percent of the allowable travel funds ~~or~~ up to
31 a maximum of \$25,000, whichever is less; provided,

1 ~~however, that the Board shall not set lower limits of~~
2 ~~maximum funding available from the Youth Travel Fund; and~~

3 (3) That the travel must be in connection with an invitation
4 recognizing and resulting from the outstanding performance
5 or achievement of the traveling organization or the travel
6 must be educational and/or developmental and give children
7 and youth unique experiences; and

8 (4) Receiving a commitment from the organization to provide
9 a service to the community upon their return.

10 (5) Funds received from the Youth Travel Trust Fund may
11 not be used for ongoing program costs of other Kids Hope
12 Alliance programs or the organization's fundraising efforts.

13 (±g) Restrictions on use of youth travel grants:

14 (1) No grants shall be made to individuals, or local, state
15 or federal agencies.

16 (2) Youth travel grant funds may not be used for:

17 (i) Capital purchases;

18 (ii) Endowments or escrow accounts;

19 (iii) Contributions or donations to other organizations;

20 (iv) Penalty fees for violations of federal, state or
21 local laws;

22 (v) Interest payments or professional fees;

23 (vi) Reimbursement to individuals for other than travel
24 expenses; or

25 (vi) Uniforms, supplies, equipment and other similar
26 items.

27 (±h) The Board may advance funds up to 50 percent of the grant
28 amount to grant recipients, subject to applicable Board rules
29 and policies, for the purpose of funding expenses necessary
30 to be paid in advance of the travel, including expenses
31 necessary to secure travel arrangements.

1 (ji) Youth travel funds, ~~receipts and~~ other than advances made
2 in accordance with subsection (h), will be paid by Kids Hope
3 Alliance as reimbursement for travel expenses upon submission
4 of proper documentation. Requests for disbursements must be
5 properly documented and supported by receipts, invoices,
6 canceled checks and/or other information as required by the
7 Board. Financial reports with all supporting documentation
8 from the recipient shall be due to the Board within 90 days
9 of completion of the travel.

10 (~~ji~~) The Board shall establish a quarterly reporting system for
11 all funded organizations which provides financial and
12 programmatic information documenting the use and impact of
13 the Youth Travel ~~Grant Program~~Trust funds. This shall be part
14 of the KHA's Quarterly Budget Summary Report.

15 (~~jk~~) Funds derived from sources other than from this program
16 shall first be used to finance the travel and reduce the
17 Youth Travel Fund grant. Any unused travel funds, up to the
18 amount provided by the Board, shall be returned to the Board
19 along with the final report. All application forms,
20 procedures, reporting requirements, and contract agreements
21 for recipient organizations will be developed by the Board
22 and will be between the Board and the individual recipient
23 organizations.

24 * * *

25 **Section 2. Codification Instructions.** The Codifier and
26 the Office of General Counsel are authorized to make all chapter
27 and division "tables of contents" consistent with the changes set
28 forth herein. Such editorial changes and any others necessary to
29 make the *Ordinance Code* consistent with the intent of this
30 legislation are approved and directed herein, and changes to the
31 *Ordinance Code* shall be made forthwith and when inconsistencies are

1 discovered.

2 **Section 3. Effective Date.** This ordinance shall become
3 effective upon signature by the Mayor or upon becoming effective
4 without the Mayor's signature.

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6 Form Approved:

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8 /s/ Paige Hobbs Johnston

9 Office of General Counsel

10 Legislation Prepared By: Julia B. Davis

11 GC-#1290005-v1-2019-390-E_Scriv_Corr